CREATING A NEW ENTRY FROM ONLINE FORM TEXT

As illustrated below, the first step in creating a new entry from an online form is to copy the received text.

In this example the text was received as an email.

Select the text in the email and COPY it to the Windows clipboard. In the next steps this raw block of text will be pasted into a field in the software system.

From: John To: Richard Subject: Fwd: Fwd: Show Registration from: Dr Florence Sche	nker and Nancy Godbey
Dog's sex:	Female
Dog show class (register one dog a time):	Puppies 6 to 9 months
Dog's full name:	Pin Oak Mar-Gin Orient Star
Registration number:	SR75078402
Registration number:	AKC Reg. No.
Date of birth:	11/03/2012
Place of birth:	Greer
Select an option:	USA
Print above in catalog?:	Yes
Breeder:	Nancy Godbey; Joel Fisher DVM; Ken Wall; Tracy McNeal
Sire:	CH Pin Oak I Have A Dream RN, BN, CD
Dam:	CH Pin Oak Glamour Star of Militza
Actual owners:	Dr Florence Schenker and Nancy Godbey
Owner Street Address:	2. – Willowgreen Way
City:	Greer
State abbreviation:	SC
Zip Code:	29651
Agent (if any):	Katie Shepard
Phone Number:	86 89 9675
Email:	pin Lng@i rter.net
Junior Showmanship?:	No
Submitted On:	2013-05-05 15:20:07
IP Address:	24.158.71.239

In the software system, start from the entry screen as is done when typically adding a new entry.

At this point in the process, the button NEW ENTRY BLANK can be selected, <u>or not</u>. This is important to understand because the pre-processing of the raw block of text for the new entry <u>does not</u> initially require a new blank form on the screen.

This will be better understood as it is further described with the instructions and illustrations on the following pages.

Record Found Total CATALOG 20121101	LIST CULTPUT FIND FIND SIG2 TO EVENT SETUP OUTPUT FIND FIND FIND FIND FIND FIND FIND FIND
HOME Day Event EVENT DATE CLUB and EVENT NAME	Dates & Available Sections: NEW ENTRY NW ENTRY SAME ENTRY DELETE
MVCSC Saturday, October 20, 2012 1481 Mission Valley Cocker Spaniel Club, Inc. 37100	Sweeps - Puppy Sweeps - Venans Obedies I rial Rally Trial Agility Trial RECORD Conformation Junior Showmanship Parade MISC 0020
SAT Bay Cities Cocker Spaniel Club 35/100	Sweeps - Puppy Sweeps - Veterans Obedience Trial Rally Trial Agility Trial Conformation Junior Showmanship Parade MISC
	Conformation Junior Showmanship Parade MISC Sweeps - Puppy Sweeps - Veterans Obedience Trial Rally Trial Agility Trial Conformation Junior Showmanship Parade MISC ABR
FINDONLY 🕨 20121101 - Mission Valley / Bay Cities Cocker Spaniel Clubs, hc - Back to 🗸	Breed OPEN BITCHES
SRAD X SR60201102 Yer SR60201 Y	2 Years, 10 Months, 20 Days AGE of Entry on Show Date PAID PAID PAID FEES \$27.00 \$1,958.00 MOLD HOLD HOLD HALL PAID CON HOLD HOLD HOLD HALL PAID CON HOLD HOLD HOLD HOLD HOLD HOLD HOLD HOLD
Ph (2^9) 4 ⁻³ 44 f eM . (ry T @abogbbal.nst f AGENT Bryon Santos ACC REG® AKC REG® OWNER: Amaris Alcantar Over Free M Update ALL Endry Fields from Stored Record - Fields With Red Alert Contain Data that Differs HEIGHT HEIGHT HEIGHT Agility Objections Raily Agility	Brood Bitches A TAP FOR SPANIELS (COCKER) - A.S.C.O.B. TAP FOR SPANIELS (COCKER) - PARTI
TEAM CODE CALL NAME Toggle-Pause Auto-Fill Entry Fields from Master Database Record	OWNER PERSONAL ID PROCESS FROM TEXT Accord TAP FOR BULLDOGS N Akcw 2012146101 20121101 20121101 20121101 20121101

This is the special working screen for the processing of a new entry from the raw text copied from an online form.

At this stage, two assumptions are made:

1) The raw text is now on the Windows Clipboard

2) The configuration and template setup is done and the correct template is retrieved.

In this illustration, the template "JOHN" has been retrieved and is active as noted by the red oval. The setup process instructions are not included in these instructional steps.

The creation of a new entry blank form can be delayed further, but for this example, a new entry blank can be created using the button NEW ENTRY BLANK.

Record Found Total 2329 2330 2330 NUMBER: 20121101	to FEESFAID LISTING : M 8697	FIND MDB 5162 TO EV	ENT SETUP OUTPUT	
HOME Day Event EVENT DATE CLUB and EVENT NAME	Dates & Available Sections:	NEW ENTRY BLANK NEW ENTRY SAME DOG		DELETE
MVCSC Saturday, October 20, 2012 1481 Mission Valley Cocker Spaniel Club, Inc. 371100	Sweeps - Puppy Sweeps Conformation	Vet Cobedience Trial Rally T	rial Agility Trial MISC 0020	
BCCSC Saturday, October 20, 2012 1596 Bay Cities Cocker Spaniel Club 387400	Sweeps - Puppy Conformation	ans Obedience Trial Rally T nanship Parade	rial)(Agility Trial) MISC	
	Sweeps - Pup P Conformation S	eterans)(Obedience Trial)(Rally T wwmanship)(Parade)(rial)(Agility Trial) MISC	
	Swee Sweeps Cr Junior S	Veterans)(Obedience Trial)(Rally T howmanship)(Parade)(rial)(Agility Trial) MISC	CONTINUE
FINDONLY 20121101 Mission Valley / Bay Cities Cocker Spaniel Clubs, he - Back to		1		<u>v</u>
Charles Conciliated Description of the state of the stat		▼ CLEAR ▼)	PASTE ENTRY TEXT HE	RE TO PROCESS
SEX Dog DATE OF BIRTH KENNEL CLUB REDISTRATION Bitch Bitch 07/05/2009 V AKC V ANC Reg 16 X 3 3 Years, 3 Months, 15 Days 10116 PLACEBORN V eCh. SIRE Ch. Shalybon N Kingsman Rave REviews	0 ← FILL 0 ← FILL			
OWNER FIRST OWNER LAST MIDDLE ® Lynda McLean ADDRESS PO Box 4				
Image: State WA Image: St				
AGENT ADDRESS AMAC REG C				
COMMIT RECORD COMMIT RECORD Update ALL Entry Fields from Stored Record - Fields With Red Alert Contain Data that Differs CLERANDARABARABARABARABARABARABARABARABARABARA	TAP FOR SPA TAP FOR SPA TAP FOR SPA TAP FOR BULL	NIELS (COCKER) - A.S.C.O.B.	PASTE Now Using Con	PROCESS nfig: JOHII
TEAM CALL CALL CALL CALL CALL CALL CALL CA	Repeat Event 1 E OWNER PERSONAL ID AKC# 2012146101	AND RETURN		und Total

After the command to create the new blank entry form, the screen should look like this.

Use the CLEAR ALL button if any of the processing field contain data from previous entries.

With the copied text still on the Windows Clipboard, tap the button labeled PASTE, and the raw text will be pasted into the large field above that button.

Record Found Total CATALOG	LIST FIND FIND 5162 TO EVENT SETUP OUTPUT FIND & A
TOME Day Event EVENT DATE CLUB and EVENT NAME	Dates & Available Sections: NEW ENTRY NEW ENTRY SAME DOG SAME ENTRY DELETE
	Sweeps - Puppy Sweeps - Veterans Obedience Trial Rally Trial Agility Trial Conformation Junior Showmanship Parade MISC
	Sweeps - Puppy Sweeps - Veterans Obedience Trial Rally Trial Agility Trial Conformation Junior Showmanship Parade MISC
	Sweeps · Puppy Sweeps · Veterans Obedience Trial Rally Trial Agility Trial RETURN
	Conformation Unior Showmanship Parade MISC
FINDONLY 20121101 - Mission Valley / Bay Cities Cooker Spaniel Clubs, Inc - Back to	
Chi REGISTERED NAME OF ENTRY (EVITE REGISTRATION ARGT) AKC TITLED DOG NAME X FIND TITLED DOG HERE UNTITLED DOG NAME X FIND UNTITLED DOG HERE BREED DATE OF BIRTH KENNEL CLUB RESISTRATION SEX ODG Bitch PLACEBORN	FILL PASTE ENTRY TEXT HERE TO PROCESS CLEAR V FILL FILL
ADDRESS	
CITY STATE ZIP +4 Ph f eM f AGENT ADDRESS ADDRESS ADDRESS	
COMMERCE COVMERCE COMMIT RECORD Update ALL Entry Fields from Stored Record - Fields With Red Alert Contain Data that Differs	TAP FOR SPANIELS (COCKER) - A.S.C.O.B. PASTE PROCESS
TEAM CODE CODE CODE CODE CODE CODE CODE CODE	TAP FOR BULLDOGS Repeat Event for New Entries from Pro- CANCEL AND RETURN
Toggle-Pause Auto-Fill Entry Fields from Master Database Record	AKC# AKC# Store Back to celema. Show to celema. SCRULL AMANA SCOP Record Found Total

Depending on the User template used, the pasted text may or may not fit within the visible area of the large processing field. There is not a problem if the text is not entirely visible.

In this case, the text is now pasted and will appear in the large field. If nothing appears after the PASTE button command, the text can be copied again from the original email or text source.

The next step is to process the raw text block using the PROC-ESS button as shown below.



The PROCESS button does initiate a lot of work upon the one pointer click. The data is extracted from the raw text, formatted and placed into the correct corresponding field(s) for review.

The resulting data extracted is dependent on the information contained in the raw text and will vary from user to user.

In this example, the event catalog and the Breed ~ Breed Variety is not included on the form. This is not a problem and those field entries can be made manually, as can any other field as needed.

In this illustration, the system is highlighting in red and indicating that the (1)BREED, (2)REGISTRATION NUMBER and (3) CATALOG are primary requirements in the processing at this particular point.

Only the (1)BREED and the (3)CATALOG need to be selected manually as explained previously.



After the (1)BREED and the (3)CATALOG are selected manually, the screen will look something like the screen shot below.

Now, for illustration purposes, only three of the FILL buttons will be used to process the information in the corresponding fields. Each FILL button processes one or more fields in the new form.

In this case, three FILL buttons will process and complete the six form fields for: AKC Registration Number, AKC Registered Name, the Gender of the Entry, the Entry Date of Birth and Kennel Club Information (that defaults to the AKC).



The form fields will be filled upon executing the corresponding FILL buttons and the results of the processing of three of the FILL buttons is shown below.

The balance of the FILL buttons can now be used.



After all of the FILL buttons are used, the form fields will contain the information as shown in the screenshot below.

Like the PROCESS button, the FILL buttons do more than just transfer the data to the final entry form fields. Depending on the field processed, a good deal of formatting and clean-up is performed. In this example, most everything is correct with the exception of the lower-case letters in the DVM suffix title for one of the Breeder names.

Improvements are made in many of the system functions such as these with every new version of the software, and almost any correction or new ability can be provided in future versions.

Next, by using one of the green colored DONE buttons, the rest of the new entry work can be completed using the familiar entry form screen.



The entry can now be completed in the typical manner from the regular entry form screen.

The entry class(es) can now be selected. Depending on the user's form and template, a full or partial list of classes entered will be available on the lower portion of the list of classes panel.

The class information can be deleted manually, but in most cases the display will be erased automatically.

Remember that an event day must be chosen for the SECTION and CLASS panels to populate with available classes. The entry AGE ON DATE OF EVENT and other information cannot be made available until the event day is selected.



Here is the final result screen shot with an entry that is ready for some additional work before completion.

All of the steps illustrated on these pages can be performed in less than half a minute, especially if editing and corrections are not needed.

When first learning this process it is recommended that user's do this work a little slower than usual and take time to carefully proofread both the raw text and the processed fields. After a number of entries and practice, user's can post this work very quickly and with great accuracy.



<u>NOTES</u>